

ADDENDUM
to the
MEMORANDUM OF UNDERSTANDING
between the
MICHIGAN DEPARTMENT OF EDUCATION (MDE)
and the
MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)
for the
CHILD DEVELOPMENT AND CARE (CDC) PROGRAM

Client/Provider Eligibility and Claims Establishment

This agreement sets forth the responsibilities, assigned by MDE, relative to client eligibility and provider enrollment in the Child Development and Care (CDC) program. Assigned functions will be carried out by MDE and DHS in full compliance with Michigan's approved Child Care Development Fund (CCDF) state plan and the statutory and regulatory requirements of the U.S. Department of Health and Human Services.

Department of Education (MDE) Responsibilities

Lead Agency for Child Care Development Fund (CCDF)

- Act as the federal contact for all Child Care Development Fund (CCDF) issues.
- Secure necessary legal base, e.g., state statutes, administrative rules, state plan and federal waivers with regards to client or provider eligibility.
- Serve as the state's liaison to the U.S. Department of Health and Human Services Office of Child Care.
- Prepare and transmit Federal reports regarding client and provider eligibility.
- Approve and submit to federal agencies as appropriate, corrective action plans developed by DHS in response to negative findings related to CDC program eligibility determinations from audits conducted by federal and state agencies.

Communications

- MDE will do the following in a timely, efficient manner:
 - Provide clarification regarding client eligibility and provider enrollment policies to DHS local office staff and all outside stakeholders requesting such information.
 - Assist DHS "exception" staff in resolving remedy tickets, where these issues pertain to CDC eligibility policy.
 - Request necessary data, documentation or other material related to CDC program operation from DHS.
- MDE will convene a stakeholder group to discuss cross agency CDC issues and determine appropriate resolutions.

Training

- Assist the DHS Office of Training and Staff Development in developing necessary training around CDC program policy.
- Review and approve CDC related training programs, methods and objectives developed by DHS Office of Training and Staff Development for CDC program policy.

Transition of Eligibility Functions

- MDE will lead a stakeholder group to recommend to the State Superintendent of Public Instruction the appropriate steps to transition this function to MDE; the work of this group will be completed in six months of the signing of this addendum.

Department of Human Services (DHS) Responsibilities

Client Eligibility Determination and Provider Enrollment

- Adhere to MDE established policies regarding client eligibility and provider enrollment, including, but not limited to:
 - Providing assistance to client and provider applicants in completing the CDC application, scanning, and photocopying verifications and proofs.
 - Holding all information obtained from applicants/clients as confidential, as indicated in the Program Policy Manuals.
 - Providing client and provider applicants, clients, other local outreach agencies, or contractors with access to DHS or MDE brochures, pamphlets, and blank applications.
 - Collecting accurate, complete demographic data on CDC applicants and providers.
 - Acting on reported changes in a timely manner.
 - Providing applicants, providers and recipient's with all proper and timely notifications of approvals, denials and all other case actions for which notification is required according to MDE approved policy.
 - Processing CDC applications within the identified standard of promptness.
 - Maintaining complete client case records and provider files.
- Provide initial and annual eligibility determinations for applications for the CDC program in accordance with policy established by MDE.
- Provide initial and ongoing eligibility determinations for CDC providers/applicants in accordance with policy established by MDE in concert with DHS technical and field operations involvement where increased costs are involved for Bridges, including the completion of all required criminal background clearances on all CDC provider applicants and adults residing in the provider applicant's household.
- Address any eligibility issues identified by CDC program staff.

Transition of Eligibility Functions

- Participate in a stakeholder group to make recommendations on the transition of eligibility functions to MDE.

Overpayments and Claims Establishment

- Identify overpayments as a result of client or agency errors.

- Establish claims for all client or agency errors resulting in overpayments greater than the threshold amount identified in Bridges Administrative Manual Items 705 and 715.

Exception Staff

- Maintain "exception" staff to resolve CDC remedy tickets and make system changes for transactions unavailable to local DHS staff.

Training

- Determine DHS staff training needs.
- Conduct training for all new staff responsible for client eligibility and/or provider enrollment.
- Conduct ongoing training as needed for all staff responsible for client eligibility and/or provider enrollment.

Communications

- Provide MDE with the following information on a quarterly basis:
 - The number and percentage of CDC cases for which eligibility was not determined within the 45 day standard of promptness, as established in Bridges Administrative Manual Item 115.
 - The most common remedy ticket issues submitted by DHS local office staff.
- Share identified training needs with CDC program staff at MDE.

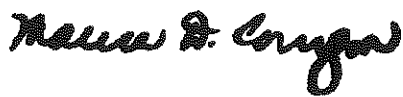
Management Information Systems

- Provide MDE with all data and system access to all programs necessary to manage and implement the CDC program as legally permissive. This includes access obtained through DHS data share agreements.

SIGNATORIES

In witness thereof, the parties sign their names as evidence of their approval of this addendum to the Memorandum of Understanding.

For the Department of Human Services



Maura D. Corrigan
Director

10/11/2011

Date

For the Department of Education



Michael P. Flanagan
Superintendent of Public Instruction

10-12-11

Date